



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CONSOLIDATED LIST OF MEETINGS CONDUCTED/PROGRAMMES AND ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2018-19

Sl. No.	Date	Agenda / Programme & minutes in brief	Action Taken Report
1.	02.07.2018	<ul style="list-style-type: none"> <li>Reconstitution of IQAC</li> <li>Plan of action for the academic year 2018-19.</li> </ul>	<ul style="list-style-type: none"> <li>Mr. V. Karuppaiya Pillai, Associate Professor of Mathematics has been nominated for Co-ordinator of IQAC. The committee has been reconstituted as per NAAC guidelines.</li> <li>Plan of action on various aspects for the current academic year 2018-19 had been prepared.</li> </ul>
2.	14.09.2018	<ul style="list-style-type: none"> <li>To assist the Departments to prepare Academic and Administrative Audit Report.</li> <li>Meeting with the HODs and faculty members regarding the preparation of Departmental activities registers/files.</li> </ul>	<ul style="list-style-type: none"> <li>The format for Academic and Administrative Audit Report has been prepared and circulated among all the Departments.</li> <li>All the Departments had maintained the Department activity registers/files.</li> </ul>
3.	09.10.2018	<ul style="list-style-type: none"> <li>Meeting with Mentors (Faculty members) and the student class representatives.</li> </ul>	<ul style="list-style-type: none"> <li>The meeting with the faculty members working as the Mentors of classes along with student class representatives for their grievances and advices for the academic improvements.</li> <li>HODs were informed for the same and requested them to address students grievances immediately.</li> </ul>
5.	07.02.2019	<ul style="list-style-type: none"> <li>To conduct tree plantation drive, campus cleaning programmes etc.</li> <li>Industrial visit for students</li> </ul>	<ul style="list-style-type: none"> <li>Tree plantation and campus cleaning programmes have been organized on regular basis along with NCC cadets and NSS volunteers.</li> <li>The industrial visits have been completed.</li> </ul>
6.	05.04.2019	<ul style="list-style-type: none"> <li>Feedback from all the stockholders</li> </ul>	<ul style="list-style-type: none"> <li>The feedback forms from the students, alumni and parents had been collected.</li> </ul>

*Jounaf*  
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